

**GEORGIA BOARD OF FUNERAL SERVICE**  
**Board Meeting Minutes – May 8, 2018**  
Professional Licensing Boards Division of the Secretary of State  
237 Coliseum Drive, Macon, Georgia 31217

**Members Present:**

- Tom Lord, Chair
- W.T. Edmondson, Vice Chair
- Joe Westbury
- William Bowen
- Michael Fowler
- Nancy Kennedy

**Others Present:**

- La Trenda Tyler-Jones, Executive Director
- Carla Murray, Licensing Analyst
- Melanie Foster, Board Support Specialist
- Reagan Dean, Assistant Attorney General

**Members Absent:**

- Bryant Hightower

*Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.*

Tom Lord, Chair, noted that a quorum was present, called the meeting to order at 10:02 a.m., and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 *et seq.*

**OPEN SESSION**

**Agenda**

Joe Westbury moved, W. T. Edmondson seconded, and the Board voted to approve the May 8, 2018 agenda.

**Minutes**

Joe Westbury moved, Michael Fowler seconded, and the Board voted to approve the April 10, 2018 Open Meeting minutes and Executive Session minutes.

**Ratification List**

Licenses Issued 4-6-2018 through 5-3-2018 (Total – 35): Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

License #	Licensee	License #	Licensee
CREM000149	Live Oak Crematory	FD005586	Benjamin Jackson Reynolds
EMB005179	Jennifer Hines Rooks	FD005587	Charles Russell Walton
EMB005180	Harold Tappey Squires, Jr	FEST002004	Jefferson Mortuary Service, LLC
EMB005181	Audume Jennifer Lord	FSA006282	Payton Alexander Vaughn
EMB005182	Joshua Glenn Barnes	FSA006283	Mario Pierre Nichols
EMB005183	Vanessa Bailey	FSA006284	Phillip Dean Middleton
EMB005184	Justin R Layman	FSA006285	Camille Jenae Boknight
EMB005185	Benjamin Jackson Reynolds	FSA006286	Joseph Daniel Thompson
EMB005186	Charles Russell Walton	FSA006287	Rickey Edward Wells
FD005580	David Paul Higgins	FSA006288	Richard Joseph Mayne
FD005581	Harold Tappey Squires, Jr	FSA006289	Kelvin Lamonte Bush
FD005582	Audume Jennifer Lord	FSA006290	Larry Williams
FD005583	Joshua Glenn Barnes	FSA006291	Rachel Harn
FD005584	Vanessa Bailey	FSA006292	Vincent Paul D'Amico
FD005585	Justin R Layman	FSA006293	Elteon Iraj Bivens

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License #	Licensee	License #	Licensee
FSA006294	Austin O'neal Poole	FSA006297	Robert B Fox
FSA006295	Carter Lee Meadows, III	FSA006298	Zachary Chase Ivester
FSA006296	Jarvis Alexander Hollingsworth		

**EXECUTIVE SESSION**

Michael Fowler moved, Nancy Kennedy seconded, and the motion carried to enter into Executive Session in accordance with O.C.G.A. §§ 43-1-19(h) and 43-18, on Tuesday, May 8, 2018 at 10:04 a.m. at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217, for the purpose of conducting applicant appointments, discussing and reviewing applications and complaints and to hear the Attorney General's report.

**Recessed for Lunch 12:15 P.M. – Executive Session Resumed 12:49 P.M.**

The Executive Session of the Georgia State Board of Funeral Service was closed by Tom Lord, Chair, at 1:36 p.m., who then declared the meeting back in public session. No votes were taken in Executive session.

**OPEN SESSION**

Joe Westbury moved, W.T. Edmondson seconded, and the motion was carried by the Board to ratify the following recommendations made during Executive Session:

**Appointments**

Appearance # 2726412 – G.F.H. - change of FDFCC – denied for failure to meet qualifications.

Appearance # 2727299 – A.F.H. – facility license reinstatement – tabled – refer to AG.

Appearance # FUN180018 – H.M.I. – regarding complaint – close – no violations found.

Appearance # FUN180078 – J.P.J., G.S.F.H. – regarding complaint – close – resolved: FDFCC appointed.

Appearance # 2728844 – Canton Funeral Home – change of FDFCC to Amanda Henderson Lucas – approved.

Appearance # 2717443 – J.S. – appeal of denial – tabled – pending documentation of qualifications.

Appearance # 2728105 – Community Funeral Home – change of FDFCC to Dwana Ward – approved upon receipt of James S. Ward's resignation letter.

Appearance # 2729737 – Roswell Funeral Home – change of FDFCC to Greg W. Free – approved.

Appearance # 2729717 – American Crematory – change of FDFCC to Greg W. Free – approved.

Appearance # 2731196 – Davis and Sons Funeral Home – change of FDFCC to Terence Oats – approved.

Appearance # 2731828 – Elliott Sons Funeral Home – change of FDFCC to Michael Morissette – approved.

Appearance # 2731832 – Elliott Sons Funeral Home – change of FDFCC to John Ansley – approved pending receipt of Terrica Sheild's resignation letter.

Appearance # 2732620 – Good Shepherd Funeral Home – change of FDFCC to George Mathis – approved.

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**Applications**

Application # 2728111 / 2728115 – Terry A. Watson - approved.

Application # 2727296 – Carl J. Mowell and Son Funeral Home – reinstatement of license – approved pending receipt of fine payment.

Application # 2729421 / 2729422 – C.C.C. – denied – failure to meet qualifications.

Application # 2728631/ # 2728626 – Pat D. Dixon, Jr. – reinstatement of Funeral Director/Embalmer licenses – approved – pending passing of exam.

Application # 2727020 / #2727017 – Belinda W. Glass – reinstatement of Funeral Director/Embalmer licenses – approved.

Application # 2724442 – B.D.R. – reinstatement of Funeral Director/Embalmer licenses – tabled – pending Board interview.

**Complaints**

FUN180091 – tabled – Refer to Inspections for FDFCC statement.

FUN180063 – close – No violation found.

FUN180092 – tabled – Refer to Inspections for FDFCC statement.

FUN180093 – tabled – Refer to Inspections for FDFCC statement.

FUN180045 – closed – Send Letter of Concern.

FUN170147 – tabled – Pending Cognizant interview.

FUN180067 – closed – No violation found.

**Attorney General's Report**

FUN180094 – tabled – pending response from licensee.

FUN180084 – tabled - pending further AG review.

The Board reviewed and accepted the Attorney General's recommendations.

**OTHER BUSINESS**

**Continuing Education**

Joe Westbury moved, W.T. Edmondson seconded, and the motion carried by the Board to accept the Continuing Education Committee's recommendations to approve the following continuing education courses as presented:

Provider	Course	Points
SCI Management - Dignity University	Back Safety	1.5
SCI Management - Dignity University	Bloodborne Pathogens	1.0
SCI Management - Dignity University	Complaint Resolution	1.0
SCI Management - Dignity University	Cremation Theory	2.0

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SCI Management - Dignity University	Trenching and Shoring	1.0
SCI Management - Dignity University	Defensive Driving	1.5
SCI Management - Dignity University	Effective Communication Skills	2.0
SCI Management - Dignity University	Effective Employee Counseling	1.0
SCI Management - Dignity University	Effective Supervision	1.0
SCI Management - Dignity University	Fire Safety	1.0
SCI Management - Dignity University	Formaldehyde Awareness	1.0
SCI Management - Dignity University	FTC - Funeral Rule	2.0
SCI Management - Dignity University	Funeral At-Need Contracts	1.0
SCI Management - Dignity University	Hazard Communication	1.5
SCI Management - Dignity University	Hearing Protection	1.25
SCI Management - Dignity University	Hiring, Training and Retaining	1.0
SCI Management - Dignity University	Hearing Protection (error - dup)	1.25
SCI Management - Dignity University	Hospice Explained	1.0
SCI Management - Dignity University	Jewish Funeral Traditions	1.0
SCI Management - Dignity University	Lockout/Tagout	1.25
SCI Management - Dignity University	Managing for Excellence	12.0
SCI Management - Dignity University	Managing Change	1.0
SCI Management - Dignity University	Office Safety	1.5
SCI Management - Dignity University	Performance Management	1.0
SCI Management - Dignity University	Respiratory Protection	1.0
SCI Management - Dignity University	Workplace Discrimination	1.0
SCI Management - Dignity University	Workplace Diversity	1.5
SCI Management - Dignity University	Workplace Harassment	2.0
Georgia Funeral Service Practitioners Association	Career Paths in the Field of Funeral Service and Mass Fatality	2.0
Georgia Funeral Service Practitioners Association	Ideal Exchange Power Hour : 60 Minutes	1.0
Georgia Funeral Service Practitioners Association	Going the Extra Mile: Servant Leadership: We Rise by Lifting Others	1.0
Georgia Funeral Service Practitioners Association	Handling High Profile Funeral	2.0
Georgia Funeral Service Practitioners Association	Exhibit Hall/Market Place	1.0
Georgia Funeral Service Practitioners Association	Don't Become the Defendant: Protect Your Funeral Home	1.0

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Provider	Course	Points
Georgia Funeral Service Practitioners Association	What Would you do: A Roundtable Discussion	2.0
Georgia Funeral Service Practitioners Association	Show Your Commitment: Become a CFSP	1.0
Georgia Funeral Service Practitioners Association	Death Registration in GA, our Strategy, & Electronic Death Regulation	1.0
National Funeral Directors Association	Digital Marketing to Grow, Educate and Inspire (changed to) How to get More Business Online: Proven Strategies from Google, Facebook and More	1.0
International Cemetery and Funeral Association	2018 Crematory Operator Certification Class	7.5
International Order of the Golden Rule	4 Ways to Woo Cremation Families	1.0
International Order of the Golden Rule	Harness the Power of Online Review Sites to Better Serve Families	1.0
International Order of the Golden Rule	Opioid Epidemic: How Funeral Directors Can Respond	1.0
National Funeral Directors & Morticians Association	Diversity & Inclusion	1.0
National Funeral Directors & Morticians Association	Funeral Home & The Tax Law	2.0
National Funeral Directors & Morticians Association	ADA Compliance	1.0
Georgia Funeral Directors Association	2018 Annual Convention	8.5

**Docketed Orders:**

William Bowen moved, W.T. Edmondson seconded, and the Board voted to accept the docketed orders as presented:

Type	Licensee	License #	Docket #	City
OAFM	Charles E Huffs International Funeral	FEST001039	2018-0596	Columbus
OAFM	Ward's Funeral Home	FEST000595	2018-0595	Dawson
OAFM	Ingram Brothers Funeral Home	FEST000483	2018-0594	Sparta
OAFM	Hicks And Sons Mortuary	FEST001534	2018-0593	Fort Valley

**90 day Grace Period Requests –** W.T. Edmondson moved, Joe Westbury seconded, and the Board voted to approve the following 1st 90-day grace period requests:

Name	License #	City	Expiration
Cremation Society of the South	CREM000020	Marietta	07/12/2018
Peoples Funeral Home	FEST001525	Abbeville	07/19/2018

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Craig R. Tremble Funeral Home	FEST001699	Pembroke	07/31/2018
SouthCare Cremation & Funeral Society	FEST001820	Marietta	07/12/2018

**Lift Probation Requests** – Nancy Kennedy moved, Joe Westbury seconded, and the Board voted to lift probation from the following license:

Name	License #
Eldrick Tyrone Jacobs	FD4744 / EMB4333

**Hardship Request** – Joe Westbury moved, W.T. Edmondson seconded, and the Board voted to approve the following hardship request:

Name	License #
Gardenview Funeral Chapel	FEST001531

**Rep. Rick Williams Request**

The Board considered a request from Rep. Williams to extend the review period for the proposed rule amendments. After discussion, the Board declined Representative Williams' request.

The next meeting of the Georgia Board of Funeral Service will be held Tuesday, June 12, 2018, at 10:00 a.m. at 237 Coliseum Drive, Macon, Georgia.


A public hearing for the proposed rule amendments is scheduled to begin at 1:00 p.m. on June 12, 2018, in the Office of the Secretary of State, Professional licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217.

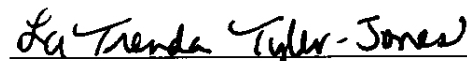
There being no further business, the Chair declared the meeting adjourned at 1:49 p.m.

Minutes recorded by: Melanie Foster, Board Support Specialist

Minutes reviewed and edited by: La Trenda Tyler-Jones, Executive Director

Minutes approved on June 12, 2018

  
Tom Lord, Chair

  
La Trenda Tyler-Jones, Executive Director

STATE OF GEORGIA

COUNTY OF BIBB

AFFIDAVIT SUPPORTING CLOSING OF PUBLIC MEETING

The Georgia Open Meetings Act, O.C.G.A 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specified exemptions relied upon. O.C.G. A. 50-14-4(b). A copy of this affidavit must be filed with the minutes of the meetings in question.

Comes Tom Lord, the Chairman identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Funeral Service
2. I am over the age of 18 and in other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and subject to penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On May 8, 2018 this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of members present voted to close the meeting or a portion hereof of the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for closure of this meeting was: O.C.G.A. 43-1-2(k).
5. The subjects discussed and the underlying facts supporting the closing of this meeting are as follows:

Applications and other personal information submitted by the applicants; information, Favorable or unfavorable, submitted by a reference source concerning an applicant; and Deliberations of the Board with respect to an application, an examination, a complaint, an Investigation, or a disciplinary proceeding.

FURTHER THE AFFIANT SAYETH NOT.

  
PRESIDING OFFICER

Sworn to and subscribed before me this 8<sup>th</sup>

Day of February, 2021  
Deborah A. Horton

Notary Public

My Commission Expires: January 18, 2021

